

Module 8

Chapter 5

Payroll Reconciliation (RECON) Processing

Introduction This chapter explains the steps related to processing personnel and payroll reconciliation.

Chapter Contents

Topic	See Page
Before You Begin	1
RECON Data Extraction	3
Population of the PAYROLL RECON Data	4
RECON T&A Extract	5
Processing Match Reports	6
RECON Statistical Recap Report	6
RECON Individual Mismatch Report	6
Organization Mismatch Report	6
Individual Mismatch Report	6
RECON on Payroll not on Personnel	7
RECON on Personnel not on Payroll	7
RECON T&A Data Mismatch Report	7

Who Does It? Extract process requires US Federal HR Manager Responsibility. Match reports may be executed by Personnelist or US Federal HR Manager Responsibilities

Before you Begin

- Payroll Reconciliation is a process that matches data from DCPDS and DCPS for a specific pay period. The purpose is to ensure that data maintained and used in both systems is kept current and accurate.
- GAO and DoD-IG require that this process be completed at least three times each calendar year for all employees.
- Scheduling RECON with DCPS is accomplished at the component level.
- Contact your agency Payroll Interface point of contact for schedule changes or to report missing payroll RECON files.

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Payroll Reconciliation (RECON) Processing

Before you begin

The following calendar provides processing timings for the reconciliation reports processing.

NOTE: If you have records paid from both the regular and alternate pay date databases, you should wait to receive ALL recon files before executing reports.

SUN	MON	TUE	WED	THU	FRI	SAT
						End of Pay Period
Begin Pay Period				Payroll Files Ready T&A Extract Runs Execute Reports	PAY DAY	HR Extract Runs
	Alternate Payroll Files Ready T&A Extract Runs Execute Reports			Alternate PAY DAY		

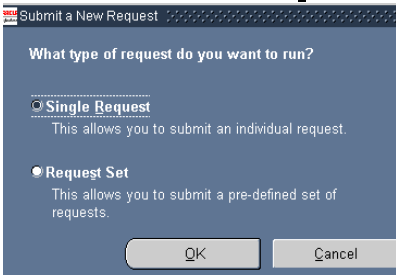
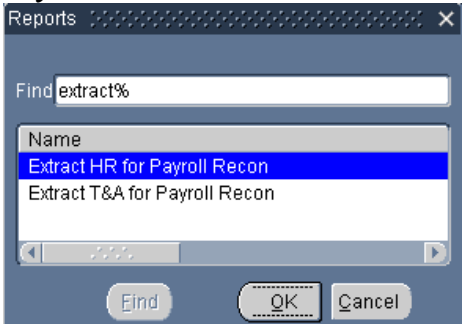
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RECON Data Extraction

Purpose This procedure provides steps for the US Federal HR Manager user to create the extract of personnel information for the reconciliation. It also discusses population of the payroll data staging table.

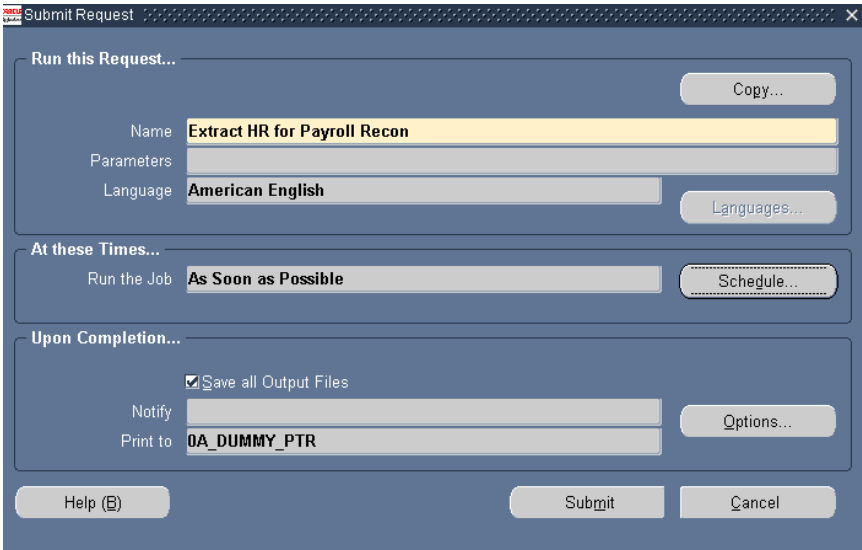
CAUTION Execution of the personnel extract process will purge the contents of the payroll reconciliation table. Be certain that this report does not get executed outside of the scheduled times as the payroll data will be lost.

RECON Data Extraction The extract process should be scheduled for Saturday, end of pay period, following completion of all suspense and futures processes for that day. This schedule allows for an actual end of pay period data match with the payroll system data.

Step	Action
1	Navigation Path → <i>Processes and Reports</i> → <i>Submit Processes and Reports</i> → <Open> .
2	Click the <OK> button to accept the Single Request option. 
3	The Submit Request window opens. With your cursor in the Name data field click the LOV icon to select Extract HR for Payroll RECON from the list 

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RECON Data Extraction, Continued

Step	Action
4	<p>There are no parameters for this report. Nor is there output other than population of data to the HR RECON staging table. Therefore, no other setup steps are required. The process will include all active appropriated fund employee records paid by DCPS and reflect current record information as of the time of execution.</p> 
5	In the Submit Requests window click the < Submit > button

Population of the PAYROLL RECON Data

Payroll data used for the RECON process is extracted following final pay processing for the scheduled pay period. NO steps are required by the HR user to populate the payroll data. The steps included in this section are provided for information in the event problems arise with the payroll RECON files being ready for use.

Step	Action
1	DCPS produces a single data extract for each agency and payroll database. For instance, all Navy records in the CH database would be extracted to one file and transmitted to the DCPDS EXITs server. On the same schedule, all Navy records in the PE, CY, or any other DCPS database are extracted to a file for each database and transmitted.
2	As RECON files are received at the EXITs server, they are separated by region using the SOID reflected in each record.
3	Payroll data is populated to the servicing region database by EXITs processes. Each of the payroll data files are added to the RECON staging table as they are received.

Continued on next page

RECON Data Extraction, Continued

Step	Action
4	The Payroll Data table for RECON is purged when the next Extract HR for Payroll RECON is executed.
5	Missing payroll data files should be reported through your agency Payroll Interface POC. CAUTION: Duplicate payroll files will load to the table resulting in double report output. Requests for payroll file resend must be carefully coordinated to ensure duplicate files are not loaded to the DCPDS table.

RECON T&A Extract

- T&A data must be extracted separately from other HR data to allow for completion of reverse interface processing for the end of pay period being reconciled.
 - Execution of this process will NOT affect either the HR RECON data staging table or the DCPS staging table.
 - Follow the same instructions as used to create the *Extract HR for Payroll RECON*, selecting *Extract T&A for Payroll RECON* from the list of process names. CIVDOD Personnelist or US Federal HR Manager responsibilities may execute this process.
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Processing Match Reports

Purpose	This procedure guides you through the steps to accomplish the match process and produce the reconciliation reports.
RECON Statistical Recap Report	<ul style="list-style-type: none"> • A calendar is provided at the beginning of this chapter to aide in planning your recon processing schedule. • At the time that all payroll files should be loaded, it is recommended that only the Statistical Recap Report be executed to verify the presence of all expected HR and payroll records. • This report provides in-depth statistical information about the number of records being matched and the number of data field mismatches identified by the process. The report is separated by POID and SOID. <p>See Example Report PAYRE05</p>
RECON Individual Mismatch Report	<ul style="list-style-type: none"> • This process matches the HR and Payroll data to identify mismatched data. • Some matches are done conditionally, based on a specified record condition or value in other data fields. • TWO report types are generated from the process. <ul style="list-style-type: none"> ○ Organization Mismatch Report – identified records that have a mismatch of UIC/PAS or Organization when no other data fields are mismatched. <p>See Example Report PAYRE04</p> <ul style="list-style-type: none"> ○ Individual Mismatch Report – provides a single sheet for each employee with mismatched data fields identified by an asterisk (*). ○ All shared data fields are reflected on the individual mismatch report with both the DCPDS value and the DCPS value. <p>See Example Report PAYRE03</p>
RECON on Payroll not on Personnel	<ul style="list-style-type: none"> • This report identifies the employee accounts that were found on the Payroll system, but did not match an active record on DCPDS. • The list will contain employees who were separated from DCPDS and have not yet been dropped from DCPS. • The list should also be checked to determine if manual entry on DCPS has resulted in an erroneous SSAN. <p>See Example Report PAYRE02</p>

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Processing Match Reports, Continued

RECON on Personnel not on Payroll

- This report identifies the employee accounts that were found on DCPDS, but did not match a record on the DCPS RECON File.
- The list will contain employees who were recently appointed to DCPDS and have not yet been established in DCPS.
- The list should also be checked to determine if manual entry on DCPS has resulted in an erroneous SSAN.

See Example Report PAYRE01

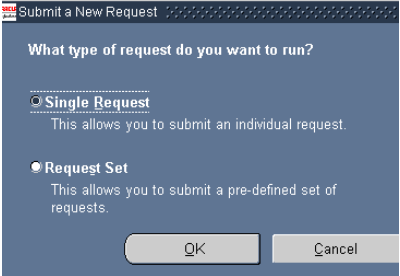
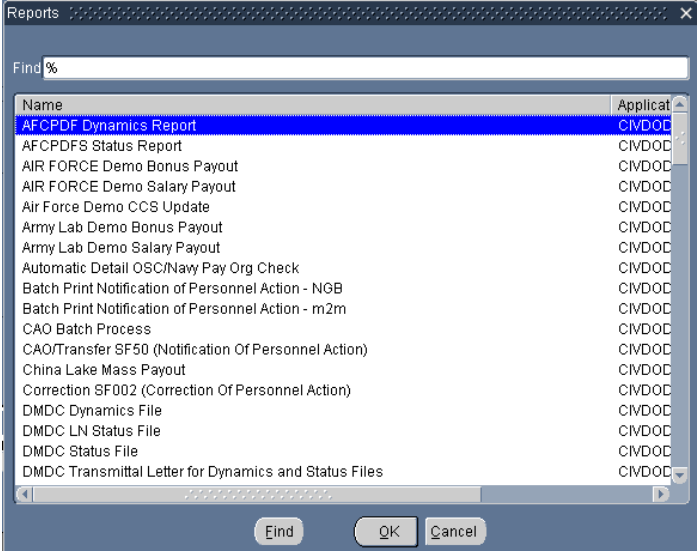
RECON T&A Statistical Recap Report RECON T&A Data Mismatch Report

- A Statistical array of T&A data mismatches

Example Report Not Available

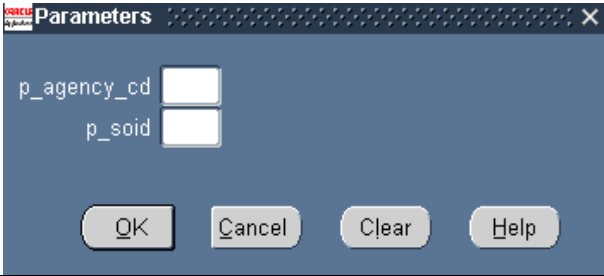
- The report identifies mismatches between HR and DCPS for data that is updated through reverse interface, i.e. Non-Pay Hours, Non-Pay Days, Intermittent Day and Hours.

Example Report Not Available

Step	Action
1	Navigation Path → <i>Processes and Reports</i> → <i>Submit Processes and Reports</i> → <Open> .
2	<p>The Submit a New Request window opens, Click the <OK> button to accept the Single Request option.</p> 
3	<p>The Submit Request window opens. To select a specified report, click LOV icon in the Name data field to invoke the Reports List and click the <OK> button.</p> 

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Processing Match Reports, Continued

Step	Action
4	<p>Click your cursor in the <i>Parameters</i> data field, the Parameters window opens. RECON may be limited to specific agency code or SOID by input of the appropriate value(s). To run the entire instance, leave the data fields blank and click the <OK> button.</p> 
5	<p>In the Print Options Region, specify the number of copies desired and select your printer OR Change the number of copies to zero and delete the printer name in the data field. Click the <Submit> button. This stops the printing of the report and allows it to be opened in Word.</p> <p>Caution: The Word format of the RECON products requires a great deal of editing and reformatting. This option is not recommended for other than the initial look at the statistical data.</p>
6	Click the <Submit> button. Your report prints or opens as you specified.
7	Exit the windows.

Example Reports

- Example Reports begin on the next page.
- Following are illustrations of the RECON Reports as they appear when printed by the process.
- One additional view of the Individual Mismatch Report is provided to display the report as it appears in Word format. Changes were made to this copy only to allow proper fit on the display page.

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF: 23 JUN 2003

SOID: H2 POI: 1932

Extract As Of Dates:
Payroll: 19-JUN-2003
Personnel: 14-JUN-2003

As a result of the data reconciliation, some records were found in one system but not the other. Please review the following and determine what action, if any, should be taken. If action is required by Payroll, immediately annotate and forward this listing to the appropriate pay center.

Part I - On Personnel/not on Payroll

<u>NAME</u>	<u>SSAN</u>	<u>LAST ACTION</u> <u>INPUT</u>	<u>DT-TRANS</u> <u>INPUT</u>	<u>PAYROLL</u> <u>OFF-ID</u>
EMPLOYEE, LADY Z	999545599	894	12-JAN-03	PE
WANDERER, RANDY T	898989898	100	04-MAY-03	PE

REPORT NAME: PAYRE01

1

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF: 23 JUN 2003

SOID: H2 POI: 1932

Extract As Of Dates:
Payroll: 19-JUN-2003
Personnel: 14-JUN-2003

As a result of the data reconciliation, some records were found in one system but not the other. Please review the following and determine what action, if any, should be taken. If action is required by Payroll, immediately annotate and forward this listing to the appropriate pay center.

Part II - On Payroll/not on Personnel

<u>NAME</u>	<u>SSAN</u>	<u>PAYROLL</u> <u>OFF-ID</u>
EMPLOYEE, LADY Z	999545599	PE
WANDERER, RANDY T	898989898	PE

REPORT NAME: PAYRE02

1

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PERSONNEL DATA - PRIVACY ACT OF 1974

AS OF: 27 JUN 2003

CIVILIAN PERSONNEL / PAYROLL RECONCILIATION INDIVIDUAL REPORT

A comparison between the payroll and personnel files was made on the following employee. As a result of data Reconciliation, some data element inconsistencies were identified between the Personnel/Payroll files. These inconsistencies are identified by a "*" in front of the data element. Please review the following personnel data against the Official Personnel Folder or the appropriate source document (s). If personnel is in error, please take immediate corrective action. If DCPS is in error, annotate the listing with as much relevant information as possible (Ex: NOAC and effective Dt of change) and send this listing to the servicing payroll center by the most expeditious method for corrective action.

NAME: EMPLOYEE, MARY S SSAN: 998989988 CPDF SSAN: (PSEUDO SSAN IF APPLICABLE)
 SOID: H2 PAS/UIC: PA PAYROLL OFFICE ID: PE
 Last Transaction and Effective Date: 840/23-FEB-2003
 Personnel Extract As of Date: 14-JUN-2003 Payroll Extract As of Date: 19-JUN-2003

DATA ELEMENT	DCPDS VALUE	PAYROLL VALUE	DATA ELEMENT	DCPDS VALUE	PAYROLL VALUE
AGENCY CODE	DD	DD	NAF RET IND	0	0
PERS OFF ID	1932	1932	DT LAST EQUIV	30-JUN-2002	30-JUN-2002
PAS/UIC	PA	PA	CURR APPT AUTH-1	KTM	KTM
ORG STRUCT	SB	SB	CURR APPT AUTH-2		
GSA GEOLOC	511001059	511001059	TSP STAT CD	E	E
WORK SCHED	F	F	TSP STAT DT	25-JUN-2000	25-JUN-2000
PART TIME IND			TSP VEST SCD		
HOURS SCHED	40.00	40.00	TSP RATE	00	00
PREM PAY IND			TSP AMOUNT	0000	0000
FLSA	E	E			
OCC SERIES	1102	1102			
PAY PLAN	GS	GS			
GRADE	12	12	TSP - ELIG DT		
STEP	04	04	PROB PERIOD END		
PAY BASIS	PA	PA	RTND PAY PLAN		
PAY TABLE ID	0000	0000	RTND GRADE		
LOCALITY PCT	1274	1274	RTND STEP		
LEO IND	0	0	RTND PAY TBL ID	0000	0000
PAY RATE DETERM	0	0	RTND LOCALITY PCT		
BASIC SALARY	05665900	05665900	RTND GRADE EXP		
* LOCALITY ADJ	06504	07218	APPOINTMENT EXP		
STAFFING DIFF	00000	00000	PROMOTION EXP		
SUPV DIFF	00000	00000	POSN CHANGE EXP		
* RETEN ALLOW	00000	01250	REASSIGNMENT EXP		
DUTY STAT	00		DETAIL EXP		
DOB	26-JUL-1952	26-JUL-1952	NON-PAY EXP		
CITIZENSHIP	1	1	RESERVE CAT	Y	Y
SCD-LEAVE	27-FEB-1983	27-FEB-1983	ARMY CIVILIAN TYPE		
FEGLI	C0	C0	PAY BLOCK NUMBER		12
RETMNT CODE	1	1	NAME	EMPLOYEE MARY S	EMPLOYEE MARY S
ANNUITNT IND	9	9			
FEHB PLANS	JP	JP			
FEHB STAT	1	1			
FEHB TEMP IND					

REPORT NAME: PAYRE03

PAGE

55

PERSONNEL DATA - PRIVACY ACT OF 1974

AS OF: 23 JUN 2003

PAY BLOCK: 14

Provide this listing to the appropriate DCPS Payroll office for action. DCPS organization table may require update before records can be corrected.

<u>NAME</u>	<u>SSAN</u>	<u>PAS/UIC</u> <u>PERS</u>	<u>PAS/UIC</u> <u>PAYROLL PERS</u>	<u>ORG-STR</u>	<u>ORG-</u> <u>PAYROLL SOID</u>	<u>POID</u>		
EMPLOYEE, LADY Z	999545599	Z69482	0A7003	ZBZB	ZBZB	H1	PE	
WANDERER, RANDY T	898989898	0A7773	0A4705	70AQ	ZAZAB	H1	PE	

REPORT NAME: PAYRE04

PAGE 1

PERSONAL DATA - PRIVACY ACT OF 1974

Prepared 23 June 2003

As Of: 23 JUN 2003

H R O R E C O N C I L I A T I O N R E C A P R E P O R T

SOID: 4Y

POI: 2058

PAY OFFICE: DE

DATE OF MATCH: 23 JUN 2003

Extract As of Dates:

DCPDS: 19-JUN-2003

PAY OFFICE: 14-JUN-2003

Total Personnel Records: 4

Total Number of Matched Records: 3

Total Payroll Records: 3

Total Number of Data Differences Found: 5

SSAN On Pay /Not On Pers: 0

SSAN on Pers/Not on Pay: 1

<u>DATA ELEMENT</u>	<u>#ERRORS</u>	<u>DATA ELEMENT</u>	<u>#ERRORS</u>
Agency Code	0	DOB	0
Pers Off Id	0	Citizenship	0
PAS/UIC	1	SCD Leave	0
Org Struct	1	FEGLI	1
GSA Geoloc	0	Retmnt Cod	0
Work Sched	0	Annuint Ind	0
Part Time Ind	0	FEHB Plan	0
Hours Sched	0	FEHB Status	0
Prem Pay Ind	0	FEHB Temp Ind	0
Flsa	0	NAF Ret Ind	0
Occ Series	0	Dt Last Equiv	0
Pay Plan	0	Curr Appt Auth-1	0
Grade	0	Curr Appt Auth-2	0
Step	0	TSP Stat Cd	1
Pay Basis	0	TSP Stat Dt	0
Pay Table Id	1	TSP Vest Scd	0
Locality Pct	0	TSP Rate	0
LEO Ind	0	TSP Amount	0
Pay Rate Det	0		
Basic Salary	0		
Locality Amnt	0		
Staffing Diff	0	TSP Elig Dt	0
Supv Diff	0	Prob Period End	0
Retention Allow	0	Name	0
Duty Stat	0	Appointment Exp	0
Rtnd Pay Plan	0	Promotion Exp	0
Rtnd Grade	0	Posn Change Exp	0
Rtnd Step	0	Reassignment Exp	0
Rtnd Pay Table Id	0	Details Exp	0
Rtnd Locality Pc	0	Non-Pay Exp	0
Rtnd Grade Exp	0	Reserve Cat	0
Fract Hours Sched	0	Army Civilian Type	0

REPORT NAME: PAYRE05

PAGE 1